

**SOUTHERN ARIZONA AIDS FOUNDATION**  
**YOUTH SERVICES MANAGER**

Scope of Work: The Youth Services Manager teams with the Director of LGBTQ+ Programs and Community Outreach to support and lead programs and services supporting youth, focused on LGBTQ+-identifying youth and other youth facing stigmatization. This position is a key strategic position in the organization and will lead both strategic growth of this service line as well community marketing/awareness of successes in addressing needs of youth in the community.

The position is housed at the Thornhill Lopez Center on 4<sup>th</sup>. The Youth Services Manager is a full-time exempt position that requires a flexible work schedule including evenings, weekends, and holidays.

**Functional Responsibilities:**

- Responsible for hiring, training, and supervising program staff.
- Day-to-day oversight of program development, coordination, implementation, and evaluation of various youth services and programs.
- Assists in the research, initiation, writing and execution of funding proposals for youth programs in cooperation with the Director of LGBTQ+ Programs and Community Outreach, Director of Development, Grants Coordinator and other relevant staff.
- Maintains efficient program monitoring systems for youth programs.
- Provides grant administration support to the Director of LGBTQ+ Programs and Community Outreach.
- Ensures contract compliance and coordinates and prepares contract reports for public and private grant sources, including coordination with program, finance, development and information systems staff in obtaining program information and data. Includes preparation of reports to funders, collaborators, and the Board of Directors.
- Develops and coordinates subcontracts, MOU's, MOA's, and vendor agreements with community partners and collaborators.
- Initiates the development and monitoring of department and program budgets in coordination with the Director of LGBTQ+ Programs and Community Outreach.
- Leads strategic growth work in the area of youth services in coordination with the Director of LGBTQ+ Programs and Community Outreach and CEO.
- Coordinates with Director of LGBTQ+ Programs and Community Outreach, CEO,

Director of Development, and marketing team to ensure community awareness of services provided and successes in meeting needs of youth throughout Southern Arizona.

- Designs and implements skill enhancing programs and trainings for staff, volunteers and interns.
- Coordinates facility operations at the Thornhill Lopez Center on 4<sup>th</sup> with SAAF's Operations Manager.
- Serves as a liaison with LGBTQ+, housing-related, and other community groups that serve youth.
- Travel for grant-related meetings and conferences.
- Serve as an advocate in public and private arenas for youth services.
- Serves as a member of SAAF leadership teams to provide direction for departmental and agency services.
- Performs other assigned tasks.
- Reports to the Director of LGBTQ+ Programs and Community Outreach.

**Minimum Qualifications:**

- Bachelor's Degree in related field or 3 years' experience with social service grants/ programs.
- Experience in reporting and contract administration.
- Three years' experience in supervisory and management role.
- Ability to work effectively with lesbian, gay, bisexual, transgender, queer, and questioning youth, youth of color, and their peers.
- Sensitivity to cultural and personal differences in age, ethnicity, gender/gender identity/orientation and lifestyle.
- Excellent verbal and written communication and organizational skills.
- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF if not current).
- Access to a reliable vehicle, a valid AZ Driver's License and a driving record that

will be supported by our liability insurance provider.

**Preferred Qualifications:**

- Ability to provide strategic and visionary direction and leadership for youth services and programming.
- Bilingual/bicultural (English/Spanish).
- Knowledge of and comfort with needs of marginalized youth.
- Ability to work effectively with a wide variety of individuals, including volunteers, staff, clients and general public.

**Compensation:**

\$41,000 - \$46,000, DOE; benefits include health, dental, and life insurance; 401(k) with matching, long and short-term disability insurance.

**To Apply:**

Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of Operations, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail to [hr@saaf.org](mailto:hr@saaf.org) or visit [www.saaf.org](http://www.saaf.org). Open until filled.

**Affirmative Action:**

The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

**Start Date:**

Not before July 1, 2021.